

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-059-09-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/9/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 1/B - DipNote Blog Page

Item 1/C - State Department Public Website Archive File

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

All items except the ones listed above are inactive. They are superseded by DAA-GRS-2016-0016-0002 and DAA-GRS-2013-0005-0004

Request for Records Disposition Authority (See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment)	Department of State
2 Major Subdivision	Bureau of Public Affairs
3 Minor Subdivision	
4 Name of Person with whom to confer Margaret E. Keapproth	5 Telephone (include area code) (202) 663-2170

Leave Blank (NARA Use Only)	
Job Number	NF 059-09-4
Date Received	11/14/09
Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
11 Nov 10	

6 Agency Certification
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative Tasha M. Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 11-06-2008
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See continuation pages		

SF-115 Continuation Pages
Bureau of Public Affairs
Department of State Public Website
(www.state.gov)

1. State Department Public Website (www.state.gov)

Description: The state.gov website is intended to inform the American public of international relations and the work of the U.S. Department of State. It is a collection of linked electronic pages and databases including video, audio, etc. The site is managed by the Office of Electronic Information, Bureau of Public Affairs, who receives data from department bureaus and appropriate agencies multiple times a day 24/7 for publication on the website. The website contains U.S. foreign policy and information about the Department per presidential administration.

Primary customers are the general public searching for information about foreign policy and the State Department as well as general information on foreign countries and travel/services information. Another influential external customer is the press who relies upon State.gov for daily press briefings and all other press releases and conveys critical news to the public. Internal customers include 60 bureaus/offices that depend on Public Affairs to review and edit content, develop websites/pages, and post content.

- a. Web content consists of State web pages that contain duplicate information maintained in other department recordkeeping systems.

Disposition: TEMPORARY. Delete these pages as they are superseded or are no longer needed for reference.

DispAuthNo: New item.

- b DipNote Blog Page. Contains information (textual, audio, video) intended to give the public a chance to become active participants in a community focused on world issues. It allows on-line questions and discussion, offers a behind the scene look at the Department, and an official forum for exchanging ideas. Department employees are also invited to tell their stories and share their experiences.

Disposition: PERMANENT. Cutoff and transfer to the National Archives at the end of each calendar year. Initial transfer in 2011 will include the 2010 postings and archived blog postings for 2007-2009. All subsequent yearly transfers will only include postings from the previous calendar year. Records to be transferred to NARA in accordance with the regulations relating to the transfer of electronic records and guidance for web records in effect at the time of transfer.

DispAuthNo: New item.

c. Archive File contains full copy of web content taken at the end of presidential administrations and captured/archived by PA/EI. These archives will remain as live, accessible websites for perpetuity, and can be accessed from the current sites. Covers the period 1989 to present.

Disposition: PERMANENT. Cutoff and retain snapshot of content at the end of each presidential administration. Transfer records to the National Archives upon completion of a four year administration or upon completion of an eight year administration if a president is reelected. Transfer is to be completed in accordance with NARA regulations and guidance on web records in effect at the time of transfer.

DispAuthNo: New item.

2. Website Management and Operations Records

Files consist of documents created or received in the development, design, implementation, operations, and maintenance of the State Public Website.

Disposition: TEMPORARY. Cut off at the end of the calendar year when superseded or obsolete. Destroy/delete 1 year after cutoff.

DispAuthNo: New item.

NA Revision Date: August 4, 2010